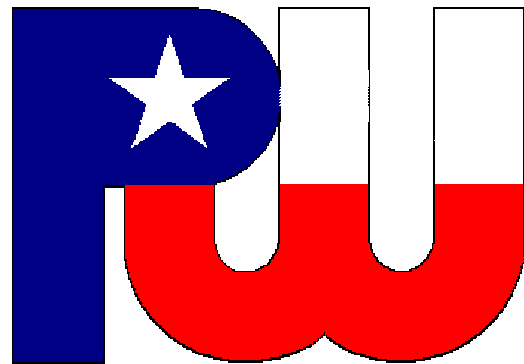


CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS &
ENGINEERING



POLICIES AND PROCEDURES
For
SPEED HUMP INSTALLATION AND REMOVAL

Effective August 20, 2002

CITY OF HOUSTON
POLICIES AND PROCEDURES
For
SPEED HUMP INSTALLATION AND REMOVAL

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I. Authority and Scope

- A. The authority of the Director of Public Works and Engineering issues this policy.
- B. This policy is effective immediately and retroactively to all currently active speed hump requests.
- C. The Department retains the authority to install or remove speed humps for cause independent of this policy.

II. Installation of Speed Humps by Citizen Request

A. Request Process

- 1. The initial request for the installation of speed humps must originate from a resident, business, school, or other entity whose property is abutting the requested street segment. The requester must be willing to act as the primary contact and take responsibility for notification and the compilation of evidence of support for their requested street should it be determined eligible. The Department must receive all requests by currently published biannual deadlines. A written request should be submitted to:

City of Houston
Department of Public Works and Engineering
Speed Hump Program
PO Box 1562
Houston, Texas 77251-1562

- 2. The request should identify the street and blocks where the applicant(s) desires speed humps, and the name, phone number and address for a contact person. Submitted segments may be divided or otherwise revised at the sole determination of the Department.
- 3. See **Appendix A** for a copy of the application packet for requesting the installation of speed humps. The Department will establish and publish biannual processing deadlines that are subject to change as necessary.

B. Eligibility

- 1. The Department will conduct the necessary traffic engineering studies. A determination of the street's eligibility for speed hump installation will be made in a timely manner, based on the following policy criteria:

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- a. The street may not be a Major Thoroughfare or a Major Collector.
 - b. The street may not be a designated Primary Emergency Service Travel Route.
 - c. The street may not be designated as a METRO bus route.
 - d. There must be no more than one moving lane of traffic in each direction.
 - e. The street must have a speed limit of 40 mph or less.
 - f. The street must be paved prior to construction of the speed humps.
 - g. The sum of traffic volumes for both directions must be less than 5000 vehicles per day.
 - h. The measured 85th percentile speed must exceed the prima facie speed limit by 3 miles per hour or more in a 24-hour study period **OR** there must be five or more reported speed-related accidents within the street segment during the last twelve months of recorded data.
2. Other factors such as, but not limited to, alignment, grades, and sight distances may affect consideration for eligibility.
 3. If the street is determined not to be eligible for speed humps, the applicant(s) will be notified in writing of the reason for ineligibility.
 4. Requests for recounts will be considered following the adopted policy located in **Appendix B**. Approved recounts will occur as soon as possible and preferably within the active request round, unless circumstances indicate otherwise.
 5. A request for enforcement of the speed limit will be sent to Houston Police Department for those segments that are ineligible for consideration for speed humps but where the 85th percentile speed exceeds the speed limit. This referral will include a copy of the traffic study indicating the speed and volume profiles for the segment on an hourly basis.

C. Diversion Issue

1. In the preliminary studies of land use and petition area, probable shifts in traffic routes will be identified. In these areas, prior to the construction of speed humps along a street segment, traffic studies will be conducted along adjacent alternate routes to provide base data to document any occurrence of traffic shifts.
2. If the adjacent alternate route is requested to be considered for speed humps at a later date, it will be considered as all other requested segments are considered. The results of the first and second study will be compared.

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If the segment is eligible for speed hump consideration and any increases in either traffic speeds or volumes are shown, additional consideration for those increases will be given in the funding process. Any decreases in volume or speed will not penalize the segment's consideration for funding.

D. Notification/Evidence of Support

1. If the street is determined to be eligible for consideration, the Department will define the approximate speed hump location(s) on a map, which will be provided to the applicant(s) with a petition of notification on which to gather evidence of support. Notification/evidence of support must be submitted on forms produced by the Department or exact duplicates of it. Documents that do not include placement information will not be accepted as valid under any circumstances.
2. The ranking process will take into account the level of support by segment residents, landowners and businesses as reflected on the notification/evidence of support petitions. The petition area will be determined by the Department and will include primarily those properties facing or abutting the street segment on which a speed hump is proposed to be located. A property will be considered a part of the petition area if its only access/egress route requires traveling over existing or proposed speed humps. If there is an alternate route to the property that does not require traveling over the existing or proposed speed humps, the property will not be considered in the petition area.
3. Notification/evidence of support petitions must be completed and returned to the Department by the established deadline for the segment to be considered in the ranking process. Requests without petitions will be considered incomplete and do not further the process.
4. Each property identified by the Department, as lying within the petition area must be represented on the petition by signature. A statement of exception must be submitted by the applicant(s) explaining the absence of any property not so represented. Requests that do not account for all properties will be considered incomplete and do not further the process.
5. Resident property managers or landowner signatures may be considered as approval for all units of multi-family properties of ten or more units. The manager or landowner must be properly identified on the petition form.
6. Any person who wishes to alter their indication of support on the petition form after its submittal must do so by individual letter of request to the

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Department. No such requests will affect funding that has already been awarded.

7. A complete listing of all active requests will be posted on the City's web site.

E. Speed Hump Location

1. The Department will determine the final location of all speed humps according to the guidelines in these Policies and Procedures and in accordance with current engineering principles.
 - a. Speed humps will generally be placed approximately 500 to 600 feet apart. Other spacing may be used based upon engineering judgment.
 - b. A speed hump shall not be located in front of a driveway or within an intersection.
 - c. Speed humps should generally not be located within 500 to 600 feet of a traffic signal or STOP sign, or within 50 feet of an uncontrolled intersection.
 - d. Speed humps should not be located over, or contain manholes, water valves or other subsurface utilities access features.
 - e. Speed humps should not be located adjacent to fire hydrants.
 - f. For humps located near drainage inlets, the hump should be placed just downstream of the inlet. If this is not feasible, special treatment may be considered for drainage.
 - g. To improve nighttime visibility, coordinating hump location with existing or planned street lighting should be considered.
 - h. Preferences of requesters or property owners adjacent to speed hump locations will not be considered unless unique or special circumstances exist that warrant relocation. The Department will consider these circumstances on a case-by-case basis.
2. Traffic control consisting of signs and markings shall be installed in accordance with **Appendix C** to advise roadway users of the presence of speed humps.
3. Any relocation of constructed speed humps at citizen's request must be approved by the Department and relocated at the requesting citizen's cost. The requester must secure evidence of support by properties adjacent to both the existing, or losing, location and the proposed, or gaining, location.

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F. Funding Criteria

1. Funds for speed hump installation will be determined by prorating total available funding between number of humps eligible for installation and number of humps eligible for removal.
2. A street segment's ranking score is determined by summing the following factors.
 - a. *Speeding Factor* - Equals the total number of vehicles in a 24-hour period exceeding the speed limit by 5 miles per hour or more divided by ten.
 - b. *Automobile Accident Factor* – Equals one point for each reported speeding-related accident (except auto/pedestrian or auto/bicycle) occurring within the segment during the most recent 12-month period for which accident records are available. Accidents that occur at the intersection of the requested street and designated major thoroughfares and collectors or at signalized intersections are not counted.
 - c. *Auto/Pedestrian or Auto/Bicycle Accident Factor* - Equals five points for each reported auto/pedestrian or auto/bicycle accident occurring within the segment during the most recent 12-month period for which accident records are available. Accidents that occur at the intersection of the requested street and designated major thoroughfares and collectors or at signalized intersections are not counted.
 - d. *Residential Land Use Factor* – Equals the percentage, expressed as a decimal number, of residential lots to the total number of lots along the segment times five. Deed restricted vacant land will be counted towards the use to which it is restricted. All other vacant land will not be included in the total.
 - e. *Front-Facing Residential Lot Factor* – Equals the percentage, expressed as a decimal number, of front facing (as opposed to side abutting) residential lots to the total number of lots along the segment times five. Deed restricted vacant land will be counted towards the use to which it is restricted. All other vacant land will not be included in the total.
 - f. *NTS/CD Factor* – Equal to the following.
 - (i) Two points if the segment is within an area designated as Neighborhoods to Standards (NTS).
 - (ii) Three points if the segment is within an area designated eligible for Community Development (CD) funds.
 - (iii) Five points if the segment is within an area designated for both NTS and CD.

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- g. *Truck Traffic Factor* – Equal to the percentage of truck traffic (those vehicles with three axles or more) expressed as a number.
 - h. *Institution Factor* – Equal to five points per institution. An institution is considered a school or park within the segment or adjacent to the segment.
 - i. *Absence of Sidewalks Factor* – Equal to five points if no sidewalks exist within the segment or portions of the segment. A segment or portion of a segment with a sidewalk on at least one side of the street is considered to have sidewalks.
 - j. *Evidence of Support Factor* – Equal to the percentage, expressed as a decimal number, of petitioners supporting the installation of speed humps to the total number of units, including residential, commercial, and industrial, along the segment times 50.
 - k. *Diversion Factor* – Equal to the sum of the following.
 - (i) Percent of increase, expressed as a decimal number, of the 85th percentile speed times five.
 - (ii) Percent of increase, expressed as a decimal number, of the 24-hour volume.
 - (iii) Decreases in either the 85th percentile speed or 24-hour volume do not detract from the factor.
3. The street segment with the higher ranking score will be considered to have the higher priority. The street with the earliest application date will have the higher priority among streets with the same ranking score.

G. Cost Responsibility

- 1. The Department will be responsible for all costs associated with design and installation of the funded speed humps.
- 2. A street that does not receive speed hump installation funding approval will automatically be considered in the following cycles, for a maximum of two (2) additional years (five funding cycles). After the two year time period, the request expires. Incomplete requests that later become complete within the two year limit will not receive additional time for funding consideration. A new written request may be submitted subject to the policies and procedures in effect at the time of request. Each request requires a separate and independent evidence of support petition.
- 3. These procedures do not preclude the Department from completing any eligible requests out of ranking order, should alternative funds become available or complementing projects, maintenance and/or capital improvement projects be initiated during the year.

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4. Private Funding

- a. Once a street is determined to be eligible for speed hump installation, but not funded under the designated annual budget, installation may be expedited by voluntary payment of all costs. Street segments must present a notification/evidence of support petition exhibiting a 75% or greater support factor.
- b. Requests for a private funding estimate of cost must be made in writing to the Department.
- c. Voluntary payments must be submitted in one payment for the full cost of installation, according to the cost statement provided to the applicant(s). Only certified checks, cashier's checks, or money orders made payable to the City of Houston will be accepted. No partial payments will be accepted.
- d. Upon receipt of payment of the cost, the humps will be installed no later than the next fiscal year as scheduling permits.

III. Removal of Speed Humps by Maintenance or Construction Activities

- A. Any speed hump that is fully removed during the course of publicly funded construction or maintenance activities shall be reinstalled upon completion of that activity at Department expense during the next available funding cycle utilizing available funds allocated for installation and removal of speed humps.
- B. Speed humps that are partially removed or damaged during the course of publicly funded construction or maintenance activities shall be repaired or reconstructed to original conditions upon completion of those activities at Department expense by the forces conducting those activities.
- C. Any speed hump that is fully or partially removed or damaged during the course of privately funded maintenance or construction shall be reinstalled upon completion of those activities at the expense of the private constructor.
- D. The replacement of speed humps completely removed through the above actions is not automatic, but contingent upon a finding by the Department that the street meets the eligibility requirements of II.B.1.a through II.B.1.f above.

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IV. Removal of Speed Humps by Citizen Request

A. Request Process

1. Citizens may request that a street segment be reviewed for the possible removal of some or all of the existing speed humps. The Department must receive removal requests by currently published biannual deadlines. Written requests for reviewing street segments to consider removal of speed humps should be submitted to:

City of Houston
Department of Public Works and Engineering
Speed Hump Program
PO Box 1562
Houston, Texas 77251-1562

2. Each request must include a name, address and phone number of a resident or business representative from the affected area who agrees to be the contact person. The contact person will receive all correspondence and be responsible for gathering signatures on the request for review petition. See **Appendix D** for a copy of the application packet for requesting the removal of speed humps. An application form can also be obtained from the Department. Each contact person must acknowledge designation by signing the request.
3. The request for reviewing street segments to consider removal of speed humps must originate from a resident and/or a business, school, or other entity whose property is within the affected area. The affected area will be determined by the Department and will include primarily those properties facing or abutting the street segment on which speed humps are located. A property will be considered part of the affected area if its only access/egress route requires traveling over existing speed humps which are being requested to be removed.

B. Eligibility

1. Upon written request, the Department will determine eligibility for removal consideration by these factors.
 - a. The request must not be a duplicate request.
 - b. The removal segment must correspond with the installation segment.

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- c. The speed humps have been in place for at least one year **OR** at least one year has elapsed since any previous speed hump removal occurred.

C. Notification/Evidence of Support

- 1. Following the determination of eligibility for a segment to be considered for hump removal, a map of the affected area will be developed and sent to the requester. Also included will be a petition form that will be used to document support for the review of the segment for possible removal of speed humps. All properties within the affected area must be accounted for, either by signature and indication of preference (in favor of review, oppose review, go with majority) or by written statement by the requester indicating why a specific property was not represented. There must be at least a 60% evidence of support for review to further the process.
- 2. Requests with either no petition or with a petition that does not account for all properties will be considered incomplete and will not further the process. The Department must receive speed hump removal review petitions by currently published biannual deadlines.

D. Removal Determination

- 1. At the Department's discretion, depending on the length of the segment and the number of humps present, removal of speed humps along a segment may be considered in multiple phases. For all phases, an engineering review will be performed to determine which, if any, of the speed humps are to be removed.
- 2. The removal application process does not invite nor accept recommendations from requesters regarding which speed humps should or should not be removed. Based on engineering judgment, the results of the review process may recommend removal of none, some, or all of the speed humps. Factors that are considered for review may include, but are not limited to:
 - a. Existing speed hump locations and spacing
 - b. Stop/yield signs or traffic signals along the segment
 - c. Historical and existing traffic speed and volume information
 - d. Accident history
 - e. Presence or absence of sidewalks, schools and parks
- 3. If speed studies conducted along the requested segment or portions of the segment reveal the 85th percentile speed is greater than or equal to three

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miles per hour over the posted speed limit, then no hump removal will occur along the segment or portion of the segment represented by the study.

4. Following the removal of any speed humps, the segment may be reconsidered for additional hump removal after at least one year. A new request must be submitted to have a segment receive consideration for additional removal. Each phase is subject to the same requirements, policies, and procedures in effect at the time of the request, and requires separate and independent petitions.

E. Funding Criteria

1. Funds for speed hump removal will be determined by prorating total available funding between number of humps eligible for installation and number of humps eligible for removal.
2. Selection of humps funded for removal will be on a first come basis, based on the date of receipt of the completed petition.

F. Cost Responsibility

1. The Department is responsible for all costs associated with removal of speed humps under this process. Removal will occur during the regularly scheduled speed hump construction cycles. Private funding of approved removal is possible with 75% support for review.
2. If a request for removal is denied, the segment may not be reconsidered for at least two years unless there is a substantial change in conditions. If any request for removal is not funded after five funding cycles, the request expires. Subsequent requests to consider removal will follow the defined process for removal in effect at the time of the request. Each request requires separate and independent petitions.

V. Design Standards, Construction, and Maintenance

- A. The Department shall prepare and maintain current design standards and installation and removal procedures for speed humps in accordance with this policy.
- B. Design and construction or removal of the speed humps and associated pavement markings and signs will be the responsibility of the Department.
- C. The Department will maintain the speed humps and all related features.



CITY OF HOUSTON

Public Works & Engineering Department

Speed Hump Program

PO Box 1562 Houston, TX 77251-1562
Phone (713) 837-7280 Fax (713) 837-7290

General Description

Para un documento traducido en Espanol llame a (713) 837-7238

The speed hump is a gentle rise and fall of pavement surface placed in the roadway to reduce the speed of vehicles. The base of the speed hump is approximately 12 feet wide and gradually slopes to a maximum height of 3 1/2 to 4 inches. Speed humps have proven to be successful in reducing speed while allowing safe operation of the vehicle.

The following is a summary of the process for speed hump application and installation.

Step One: Request for Study

A request can be made by either a neighborhood or business association, by a single resident or a group of residents, or by a business located on the street requesting speed humps. Each request must include a name, address and phone number of a resident from the requested street who agrees to be the contact person. The contact person will receive all correspondence and be responsible for gathering evidence of support. Each contact person must acknowledge designation by signing the request. Written requests should be submitted to the Department of Public Works and Engineering (Department) at the above address. An application form can be obtained from the Department. A request may not automatically be withdrawn from consideration once a traffic study determines the street to be eligible for speed humps.

The request must be for a specific street segment and should include at least the following information:

- The requested street name
- The boundary of the street segment
- Name of contact person
- Address of contact person
- Daytime phone number of contact person
- Signature of contact person

Do not submit petitions or other evidence of support with your request. Petitions or letters of support gathered prior to the eligibility determinations without the preliminary placement maps will not be accepted. Requests will be evaluated on a biannual schedule (page A-4), however the schedule and process do not preclude the Department from installing warranted speed humps when and where it is deemed necessary outside the procedures of this program.

Appendix A

Step Two: Eligibility

In order for a request to qualify for consideration, the street must meet criteria set by the Department. It is the responsibility of the Department to conduct traffic studies to determine if the street segment meets the following criteria:

- The street must provide access to abutting residential properties and/or to an institution.
- The street may not be a Major Thoroughfare or a Major Collector as defined by the Department of Planning and Development.
- The street may not be a designated Primary Emergency Service Travel Route as defined by the Houston Fire and Police Departments.
- The street may not be designated as a METRO bus route.
- There must be no more than one moving lane of traffic in each direction.
- The street must have a posted or prima facie speed limit of 40 mph or less.
- The street must be paved prior to construction of the speed humps.
- Traffic volumes must be less than 5000 vehicles per day.
- The measured 85th percentile vehicle speeds must exceed the posted or prima facie speed limit by 3 miles per hour or more in a 24-hour study.

-OR-

- There are five or more reported speed related accidents within a segment during the last twelve months of recorded data.

Other factors such as, but not limited to, alignments, grades and sight distances may also be evaluated.

Only those requests meeting all the eligibility requirements will proceed. If a request is denied, applicants will not be able to reapply to the speed hump program for the following two years unless there is considerable change in conditions.

All traffic counts will be scheduled during regular commuter periods unless a specific weekend problem is noted in the request.

Step Three: Level of Support

If the Department determines the street to be eligible, the Department will provide preliminary placement maps to the contact person. The contact person is encouraged to gather and present support from the community in the form of petitions from residents, landowners or businesses facing or having lot frontage on the street segment on which a speed hump is proposed to be located. The level of support will be taken into consideration in the ranking criteria for the project.

Petitions or letters of support gathered prior to the eligibility determinations without the preliminary placement maps will not be considered.

Appendix A

Step Four: Speed Hump Location

It is the responsibility of the Department to determine the final location of all speed humps in accordance with current engineering principles, however:

- Speed humps will usually be placed between 500 feet to 600 feet apart.
- A speed hump shall not be located in front of a driveway or within an intersection.
- Speed humps should not be located within 500 feet of a traffic signal or STOP sign, or within 50 feet of an uncontrolled intersection.
- "No Parking" signs may be placed within 50 feet of the approaching side of the speed hump if deemed necessary by engineering site conditions.

Step Five: Prioritization

The Department will prioritize requests according to the following ranking criteria:

- Volume of speeding traffic
- Speed-related reported vehicular accidents
- Reported auto-pedestrian accidents
- Percent of residential land use
- Percent of front facing residential (as opposed to side abutting)
- Percent of truck traffic
- Number of institutions on the street (schools and parks within or adjacent to the segment)
- Lack of sidewalks on streets with institutions
- Neighborhood-to-Standard designation
- Eligibility for Community Development Funds
- Evidence of property owner/resident support

Step Six: Funding

An annual budget will be established for construction of approved projects. Projects will be scheduled for construction by priority ranking as funding permits within the established budget.

Projects may be completed, out of ranking order, if alternative funds become available or if complementing maintenance and/or capital improvement projects are initiated during the year.

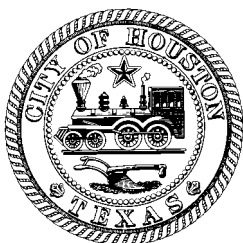
Approved projects that do not receive funding in the current year, will be automatically considered for 2 additional years. All projects will be re-prioritized by ranking on a biannual basis.

An eligible project may be expedited if the applicants choose to pay for 100% of the estimated cost of the installation. Expedited projects will be constructed no later than the next fiscal year following deposit of funding.

Appendix A

Speed Hump Program Schedule

Process Step	Round "A"	Round "B"
Deadline for request submission	April 1	October 1
Planning and eligibility determinations completed by Department, Preliminary placement maps and petition forms prepared by Department	June 1	December 1
Final date to submit evidence of support	August 1	February 1
Ranking of eligible requests for City funding	September 1	March 1
Construction begins on approved projects	October	April



CITY OF HOUSTON

Public Works & Engineering Department

Speed Hump Program

PO Box 1562 Houston, TX 77251-1562
Phone (713) 837-7280 Fax (713) 837-7290

For policy effective August 20, 2002

Request for Speed Hump Study

Para un documento traducido en Espanol llame a (713)837-7238

The following is a request for a speed hump study. Please feel free to submit this form as a formal request. Each request must contain the completed information as indicated in both Part A and Part B. The request will be processed according to the procedures detailed in the Speed Hump Program Policies and Procedures.

A. Street Study Information

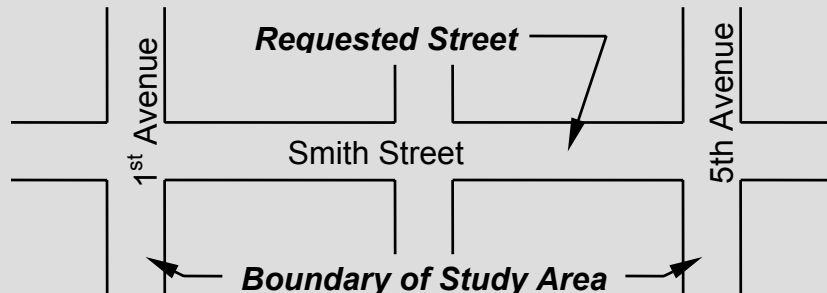
Each request must provide the name of the street on which a study is requested, and the boundaries of the street segment. Traffic studies will be conducted only within the boundaries indicated. Please use streets for boundary limits, not block ranges.

Requested Street:

From:

To:

Example



Requested Street: Smith St.

From: 1st Ave.

To: 5th Ave.

B. Contact Person Information

Each request must provide a contact person who lives on the requested street within the study area boundary. The contact person will receive all correspondence and be responsible for gathering evidence of support when requested.

Name:

Address:

City: **ZIP Code:** **Ph. #:** ()

I agree to be the contact person for the above request. I understand that a request may not automatically be withdrawn from consideration once a traffic study determines the street to be eligible for speed humps.

Signature of Applicant:

Date:

Appendix B

RECOUNT POLICY

- I. Traffic count data that is reviewed and believed to be questionable or invalid by the engineering staff for any of the reasons listed below will be scheduled for recount. This recount will occur as soon as possible and preferably within the current funding round, unless circumstances indicate otherwise.
- II. Segments that have been determined ineligible due to traffic data may be re-evaluated upon written request, by conducting another traffic survey. Those segments receiving approval to be reevaluated will be reassigned from their original application cycle to the next available application cycle. The reassigned requests will conform to the policies and procedures in effect for that funding cycle.
- III. Citizen initiated requests for recounts must be submitted in writing. These letters should clearly express specific reasons why the original count should be considered invalid. If approved, these recounts will be scheduled to occur during the following funding round.
- IV. If it is determined through engineering judgment that the original count did not represent normal conditions and the recount does represent normal conditions, then the data gathered by the recount will be used to evaluate the need for speed humps.
 - A. The following presents some of the valid reasons to authorize a recount:
 1. Incomplete or missing data.
 2. Unusually high or low 85th percentile speeds.
 3. Failure or malfunction of the counting equipment.
 4. Relatively large proportions of large vehicles (trucks, buses, etc.) to passenger cars in the data.
 5. Relatively high percentages of “unknown” or “other” vehicle classifications in the data.
 6. Counter deployed at times and/or locations other than those specified by the requester.
 7. Counter deployed during non-school times at locations influenced by school traffic.
 8. Vandalism or deliberate influence. (This aspect is discussed in more detail below.)
 9. Other similar considerations.
 - B. The following reasons require additional records or field research before a recount can be authorized:
 1. Counter deployed at a location typically bypassed by a significant portion of traffic.
 2. Counter deployed relatively close to a traffic control device (“Stop” sign, traffic signals, etc.), a horizontal or vertical curve, or other physical

Appendix B

feature that could be reasonably expected to influence motorists' behavior on the subject street segment.

3. Construction or maintenance activities occurring in the vicinity of the deployed counter that can be reasonably expected to influence travel patterns on the subject street segment.
4. Counter deployed during a special event that can be reasonably expected to influence travel patterns on the subject street segment.
5. Counters deployed at or near school bus stops, METRO bus stops, commercial loading zones, frequent on-street parking locations, and other similar locations that can be reasonably expected to influence travel patterns and/or motorists' behavior on the subject street segment.
6. Speed humps or other mitigation devices installed on adjacent streets after the original study that can be reasonably expected to influence travel patterns on the subject street segment.
7. Physical modification of the roadways (reconstruction, overlays, traffic signals, etc.) changes in land use (apartments, shopping centers, theaters, etc.) and other similar factors that can be reasonably expected to influence travel patterns on the subject street segment.
8. Other similar considerations.

C. The following are generally considered invalid reasons to authorize a recount:

1. Fear of accidents or incidents occurring.
2. Recent accidents or incidents that are not part of a discernible pattern of occurrence. Only those accidents or incidents reported to Houston Police Department or other comparable public agency will be considered in determining if a trend exists.
3. Unspecified doubt in the validity of the study.
4. Requests for recounts to be conducted during a specified time period that can reasonably be considered a special event.
5. Unsupported allegations of traffic patterns being deliberately and significantly influenced by individuals or groups.
6. Other similar considerations.

V. Traffic count locations that are vandalized (tubes disconnected or cut, counter damaged or stolen, etc.) or deliberately influenced (vehicles parked on or near tubes, multiple passes across tubes, etc.) will be recounted in the following manner:

- A. A first recount will occur automatically. Consideration will be given to moving the counter to a more secure location.
- B. If the counter is vandalized or deliberately influenced during the first recount, the study will be suspended and the requester contacted and informed of the adverse occurrence. A second recount will be authorized only if assurances are secured from the requester that a resident of the street segment will closely monitor the

Appendix B

counter. If no assurances are received, then the request is considered ineligible and may not be reconsidered for two years.

- C. If the counter is vandalized or deliberately influenced during the second recount, then the request is considered ineligible and may not be reconsidered for two years.

Appendix C

PLACEMENT OF SPEED HUMP WARNING SIGNS POLICY

- I. Speed hump warning signs shall be required to warn motorist of the presence of speed humps along a street segment. However, due to aesthetic consideration of the neighborhoods in which they are erected, the number of signs installed shall be minimized where possible.
- II. The general design, layout, and placement of the speed hump warning sign assemblies shall be in conformance with the Texas Manual on Uniform Traffic Control Devices (TMUTCD), latest revision.
- III. The following guidelines shall be considered when locating and installing these signs.
 - A. A speed hump warning sign shall be installed in advance of the first speed hump in the segment for each direction of travel. No other speed hump warning signs shall be required for motorists traveling along the segment provided adequate warning is given to motorists prior to their entering the segment.
 - B. Warning signs shall be erected on roadways that intersect the subject segment of roadway where speed humps are installed. These signs shall face the side street near the intersection. Arrows on the signs shall indicate in which direction the speed humps are located. If a motorist turns from the side street on to the subject street segment, no additional signs shall be required along the segment provided adequate warning is given to motorists prior to the turn being made.
 - C. The installation of speed hump warning signs at or in advance of each speed hump along the subject segment shall not be required other than as described herein.
 - D. If a new segment of speed humps is installed abutting an existing segment, the two segments may be considered as one segment and signed as a single segment. Existing signs shall be removed so as to incorporate the two segments into a single segment.

CITY OF HOUSTON

Public Works & Engineering Department

Speed Hump Program - Removal

PO Box 1562 Houston, TX 77251-1562
Phone (713) 837-7280 Fax (713)837-7290



General Description

Para un documento traducido en Espanol llame a (713)837-7238

The speed hump is a gentle rise and fall of pavement surface placed in the roadway to reduce the speed of vehicles. Speed humps have proven to be successful in reducing speed while allowing safe operation of the vehicle. However, citizens who believe the humps are not required along a street for various reasons may request the humps be considered for removal. The following is a summary of the process for speed hump removal.

Step One: Request for a Removal Study

A request can be made by either a neighborhood or business association, by a single resident or a group of residents, or by a business located on the street requesting speed humps. Each request must include a name, address and phone number of a resident from the requested street who agrees to be the contact person. The contact person will receive all correspondence and be responsible for gathering evidence of support. Each contact person must acknowledge designation by signing the request. Written requests should be submitted to the Department of Public Works and Engineering (Department) at the above address. An application form can be obtained from the Department. A request may not automatically be withdrawn from consideration once a traffic study determines the street to be eligible for removal of speed humps.

The request must be for a specific street segment and should include at least the following information:

- The requested street name
- The boundary of the street segment
- Name of contact person
- Address of contact person
- Daytime phone number of contact person
- Signature of contact person

Do not submit petitions or other evidence of support with your request. Petitions or letters of support gathered prior to the eligibility determinations without the preliminary placement maps will not be accepted. Requests will be evaluated on a biannual schedule (page D-3), however the schedule and process do not preclude the Department of Public Works & Engineering from removing speed humps when and where it is deemed necessary outside the procedures of this program.

Appendix D

Step Two: Eligibility

In order for a request to qualify for consideration, the street must meet criteria set by the Department:

- The request must not be a duplicate request.
- The removal segment must correspond with the installation segment.
- The speed humps must have been in place for at least one year.

Only those requests meeting all the eligibility requirements will proceed. If a request is denied, applicants will not be able to reapply to the Speed Hump Removal Program for the following two years unless there is considerable change in conditions.

All traffic counts will be scheduled during regular commuter periods unless a specific weekend problem is noted in the request.

Step Three: Level of Support

If the Department determines the speed humps along a street segment to be eligible for removal consideration, the Department will provide existing location maps to the contact person. The contact person is encouraged to gather and present support from the community in the form of petition(s) (which are provided by the Department) from residents, landowners or businesses facing or having lot frontage on the street segment where speed humps are being considered for removal. There must be at least 60% evidence of support for review to further the process. Requests with either no petition or with a petition that does not account for all properties will be considered incomplete and will not further in the process.

Petitions or letters of support gathered *prior* to the removal eligibility determinations without the existing location maps will not be considered.

Step Four: Removal Consideration Factors

The removal application process does not invite nor accept recommendations from requesters regarding which speed humps should or should not be removed. Based on engineering judgment, the results of the review process may recommend removal of none, some, or all of the speed humps. Factors that are considered for review may include, but are not limited to:

- Existing speed hump locations and spacing
- STOP/Yield signs or traffic signals along the segment
- Historical and existing traffic speed and volume information
- Accident History
- Presence or absence of sidewalks, schools and parks

Appendix D

Step Six: Funding

Funds for speed hump removal will be determined by prorating total available funding between number of humps eligible for installation and number of humps eligible for removal. Selection of humps funded for removal will be on a first come basis, based on the date of receipt of the completed petition. Removal will occur during the regularly scheduled speed hump construction cycles. Private funding of approved removal is possible with 75% support for review.

Speed Hump Removal Program Schedule

Process Step	Round "A"	Round "B"
Deadline for removal request submission	April 1	October 1
Planning and eligibility determinations completed by Department, Petition area maps and petition forms prepared by Department	May 1	November 1
Final date to submit evidence of support	July 1	January 1
Ranking of eligible requests for City funding	September 1	March 1
Construction begins on approved projects	October	April

Appendix D

CITY OF HOUSTON

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Speed Hump Program - Removal

PO Box 1562 Houston, TX 77251-1562
Phone (713) 837-7280 Fax (713)837-7290



For policy effective August 20, 2002

Request for Removal Study

Para un documento traducido en Espanol llame a (713)837-7238

This is a request for removing speed humps. Please feel free to submit this form as a formal request. Each request must contain the completed information as indicated in both Part A and Part B. The request will be processed according to the procedures detailed in the Speed Hump Program Policies and Procedures.

A. Street Study Information

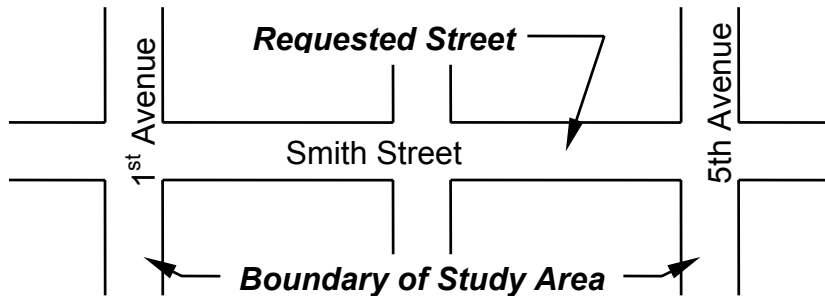
Each request must provide the name of the street on which a study is requested, and the boundaries of the street segment. Traffic studies will be conducted only within the boundaries indicated. Please use streets for boundary limits, not block ranges.

Requested Street:

From:

To:

Example



Requested Street: Smith St.

From: 1st Ave.

To: 5th Ave.

B. Contact Person Information

Each request must provide a contact person who lives on the requested street within the study area boundary. The contact person will receive all correspondence and be responsible for gathering evidence of support when requested.

Name:

Address:

City:

ZIP Code:

Ph. #:

I agree to be the contact person for the above request. I understand that a request may not automatically be withdrawn from consideration once a traffic study determines the street to be eligible for speed humps.

Signature of Applicant:

Date:

Appendix E

DEFINITIONS

Department means the Department of Public Works and Engineering, which includes the Director or designated representatives.

Institution may be a park or school that could reasonably be anticipated to generate volumes of pedestrian traffic.

Major Thoroughfare or Major Collector means any street designated respectively as a Major Thoroughfare or Major Collector on the City's Major Thoroughfare and Freeway Plan's Street Hierarchy Classification.

METRO Bus Route means any roadway segment designated by the Metropolitan Transit Authority of Harris County (METRO) as a bus route.

Primary Emergency Service Travel Route means any street segment designated by Houston Police Department or Houston Fire Department as an emergency access route.

Residential means any single family residence, townhouse, duplex, triplex, quadruplex, condominium, or apartment complex or any other structures used as dwelling units.

Speed Hump means a geometric design feature of a roadway, consisting of a raised area in the roadway pavement surface extending transversely across the travel way, whose primary purpose is to reduce the speed of vehicles traveling along that roadway. The base of the hump is approximately 12 feet wide and gradually slopes to a maximum height of approximately 3.5 to 4 inches.

Speed Criteria is that speed which is 5 miles per hour (mph) over the posted or prima facie speed limit for a given street.

85th percentile speed meaning the measured speed at or below which 85% of vehicles are traveling.